

**MEMORANDUM**  
**Office of the County Administrator**

TO: Board of County Commissioners

FROM: Thomas J. Willi  
County Administrator

DATE: October 5, 2005

SUBJECT: County Divisions' Monthly Activity Report for September, 2005

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MONTHLY ACTIVITY REPORT – SEPTEMBER, 2005

KEY WEST AIRPORT

- Was invited to and attended the first ever US Air Marshall Workshop at the FAA Tech Center in Atlantic City New Jersey.
- Continued to plan the new McCoy Terminal Complex at the airport, working with architects, engineers, and community groups.
- Hurricane Rita came to visit on the 19<sup>th</sup>. We evacuated approx. 1000 visitors and residents in 16 hours. Airport was closed until 11:00 AM on the 22<sup>nd</sup>.
- Began preliminary work to re-establish air service at the Florida Keys Marathon Airport. Attended the first meeting of the MTH Air Service Task Force, met with Gulfstream at their headquarters in Ft. Lauderdale, and worked with the TSA to review their personnel and equipment needs.

MANAGEMENT SERVICES

- Three public hearings on Budget (including one that had to be postponed due to Hurricane Rita).
- Prepared all PAFs for 3.3% COLA.
- Still working with outside counsel to finalize Firefighters' contract; and trying to finalize Teamsters' contract. Outside counsel has several questions regarding Firefighters contract that will need to be resolved prior to presenting to Board. Request to continue with step program for firefighters will be presented to board in September.
- In process of forwarding sample contracts on purchasing card to legal for review. Am trying to obtain sample contract from vendor who supplies purchasing card to School Board.

- Renewed WC TPA arrangement at a cost savings.
- Completed Performance Reviews for several staff members.
- Spent time with Gerry O'Cathey on the transition to Community Services.
- Spent time with Teresa Aguiar on her transition to Management Service.

## COMMUNITY SERVICES

### Administration

- Updated the website regarding the Key West to Marathon Bus Service (Lower Keys Shuttle).
- Attended the Ribbon Cutting Ceremony and Kick Off Event for the Key West to Marathon Bus Service and rode the VIP Bus to Marathon and back.
- Coordinated the next CPM meeting.

### Extension Services

- The director participated in the Emergency Management tabletop hurricane simulation training exercise in Marathon.
- Two Extension agents attended the Extension Professionals Association of Florida conference in Sarasota. The 4-H Extension agent received two state-wide awards.

### Marine

- The Marine/Sea grant agent presented a one-hour overview of the volunteer angling tagging program at the monthly meeting of the Key West Audubon Society.
- A public service announcement was printed in local newspapers to encourage fishermen to report their hurricane related damages to the Monroe County Commercial Fishermen organization for documentation of the extent of trap and revenue losses associated with Hurricane Katrina. Future meetings are planned to assist the Monroe County Fishermen.

### 4-H

- The 4H agent taught a lesson at the 4-H Afterschool program at Founder's Park.
- The 4-H agent participated in the Challenge Day program at Key West High School.

- Superintendent Randy Acevedo gave a keynote address to the 4-H Seasons of Service Retreat for 19 High School students associated with the Monroe Youth Challenge Program and Red Cross. These teens received several Red Cross certifications, completed team building exercises and developed a plan of work to address the needs of residents related to hurricane awareness and preparedness. Funding was made possible by a grant from the Florida 4-H Foundation.
- The 4-H agent received a proclamation from the Monroe County Commission for National 4-H Week, October 2-8. Press and school packets have been distributed to draw attention to the 4-H mission.

#### Horticulture

- Ten Master Gardener intern volunteers completed a 66 hour horticulture training program and graduated September 30.
- A Florida Yards and Neighborhoods certification was given to a residence in Marathon.

#### Libraries

##### Website Updates:

- Data collected in early September for the month of August show that:
  - ❖ Circulation was 11% higher than that month in 2004
  - ❖ Subscription database usage showed an increase of 143% over the previous year
  - ❖ In-house computer use increased by 6.6% over the previous month
  - ❖ Use of the Horizon Information Portal (searching, renewals, requests) doubled since August 2004
  - ❖ 36,684 visitors used the Library during the month of August
  - ❖ 323 new library cards were issued
- In August, the Library page was the most popular link from the County's website, according to VTH statistics.

#### Activities and Events:

- Norma Kula attended the September meeting of County and City of Marathon staff to discuss the building of a new Marathon Branch Library. The meeting focused on the need for an interlocal agreement between the two government entities and looking at possible areas of shared space, to reduce overall costs of construction.
- The Director of Florida International University's Digital Library Center spent four days at the Key West Library scanning rare documents from the Florida History collection. These documents, dating back to 1820-1910, will be added to the State University Systems' digital collection of Floridiana. Scanning will continue as funding allows.

- The Libraries are partnering with DCF (Department of Children and Families) to provide access for applicants to their Economic Self Sufficiency program. We will make applications available for patron pick-up and offer public internet access for those who wish to use the online application process; basic computer assistance will be provided by library staff for the online process.
- The Library has added a new database, Learning Express, to our collection of patron services. This is a collection of school, job and career, and adult skills resources covering courses and practice tests ranging from middle school skills to U.S. Citizenship, to firefighting. This database will be available online for Library patrons, through our website.

#### Nutrition Program

- Nine performances by local artists were conducted at the Nutrition Sites and Bayshore Manor. One of these was an intergenerational program with the YMCA Kids from Key West. The Concert Program is provided through grant assistance from the Florida Keys Council of the Arts and the FL Division of Cultural Affairs.
- In preparation for Hurricane Rita, on Monday, 19<sup>th</sup> staff provided shelf-stable hurricane meals to clients of the Nutrition Site and Home-Delivery Programs. In addition, Nutrition staff worked at the Sugarloaf School Staging area registering and attending to elders on the Special Needs Registry who were waiting to be picked up for evacuation to Florida International University. All home-delivered food clients received their five meals for the week. Post-hurricane well-being checks were made to clients after the storm. Normal service at the Nutrition Sites and for Home-Delivery resumed on Monday, September 25, 2005.

#### Bayshore Manor

- Bayshore Manor residents and staff evacuated to the Juvenile Justice Department on September 19, 2005 at 3 pm and returned on Wednesday, September 21 at 8:00 am for Hurricane Rita's passing. The evacuation went smoothly and there were no problems.
- The Key West Women's Club provided a desert social for the residents including a musical performance sponsored by the Florida Keys Council of the Arts on September 22, 2005.
- Susan Scarlet visited the GA Food site in St. Petersburg on September 28, 2005 to complete a monitoring visit.
- The Supervisor of Elections office representatives came to Bayshore Manor on September 29, 2005 to assist the residents with their absentee ballots.

#### Welfare

- All social workers and staff from Key West to Plantation attended a two hour Sterling (Performance of Excellence Training). Our supervisor's attended a five hour class, explaining their roles in leadership, communication and strategies of the program.
- Sunday, September 18, 2005, the Social Services Department was called in at noon to contact all Special Need Registrant's to advise them of a threatening Hurricane Rita and that we were evacuating the next day. A few hours later, all registrant's names were called and a list of evacuee's was ready for transport on September 19, 2005.
- Monday, September 19, 2005, the Key West Social Services office staff came in at 8:00 a.m. and worked till after lunch, recalling and confirming final decisions of the Special Needs registrant's who were undecided, or who we were unable to contact the day before for Hurricane Rita evacuation.
- A Hurricane Relief Drive for Monroe County was steer-headed by Louis La Torre, with Helen Garcia and Anna Haskins as coordinators. All Monroe County offices were sent flyers of requested items and collected. The Coast Guard was responsible for taking the supplies to the Louisiana, and Alabama area.
- The LIHEAP Assistance Program had a tremendous overflow in the month of September.
- Rap UP: The FY ended September 30, 2005. This was one of the busiest months of our year due to preparation of end of the year bills. Enormous amounts of LIHEAP applications were taken due to wage cut backs and shortage of money in family homes.

#### In-Home Services

- Conducted training on CCDA changes to Wait Listing protocol.
- Worked and Supervised Stanley Switlik Staging Area for Hurricane Rita.

#### Transportation

- The Transportation Program chose Nextel cell phones to replace the Cingular Wireless Service, because of Nextel's Direct Connect feature which is more cost effective and safer to use because it is less demanding of the driver's attention as a traditional cell phone.
- In addition to having Transportation switch over to Nextel GPS Enabled cell phones, we have implemented the Nextel / IT2ME Automatic Vehicle Locator

System, commonly known as “AVL” to provide our program with vital bus tracking information.

- Monroe County is still actively negotiating with Miami-Dade Emergency Management to use a part of their Pet-Friendly facility for our Special Needs clients’ pets.
- During the previous month we were able to utilize the Pet-Friendly plan by housing three animals during Hurricane Rita.
- During Hurricane Rita we evacuated 47 clients and companions to Florida International University (FIU) in Miami.
- Outreach took us to the Sam Pedro Catholic Church in the Tavernier/Key Largo area. There we attended a meeting of the church’s disaster preparedness team. We were able to speak about the registry and explain our forms to the team so that they may use them to assist their elderly/frail members in registering with us. It was a very successful meeting.

#### GROWTH MANAGEMENT

- The Code Enforcement Department initiated 235 new cases in the month of September and closed 130 cases without requiring a Special Magistrate Hearing.
- Personnel from the Code Enforcement and Building Departments worked on the three damage assessment teams after Hurricane Rita.
- Pump-out has been delivered and outfitted. Staff introduced new Pump-out Captain John Broussard to local Key Largo businesses.
- GMD staff completed 8 Year Assessment of the Comprehensive Plan Work Program, which was sent to DCA for inclusion in its report to the Governor and Cabinet.

#### FIRE RESCUE

- Operations associated with Hurricane Rita and reimbursement activities associated with Hurricane Katrina.
- Preparation of two new pumpers continued for deployment to Big Pine key and Conch key fire stations.
- Completed plans in conjunction with FKAA for the addition of 11 fire hydrants in Cutthroat Harbor on Cudjoe Key.

- Completed plans in conjunction with FKAA for the addition of 8 fire hydrants in Gulfstream Shores subdivision.

## PUBLIC SAFETY

- Held monthly meeting with tenants of The Florida Keys Marathon Airport.
- Completed emergency/temporary repairs to tornado damaged T-Hangars at Florida Keys Marathon Airport; currently seeking cost proposals for permanent repairs.
- Requested and received Purchase/Service Order (PSO) from SCS, consulting engineers, for Cudjoe Key Lined Landfill project for renewal of operating permit for Cells C & D and modification of berms at Cells A & B to allow for natural drainage of stormwater.
- Coordinated with other County staff regarding Hurricane Katrina debris removal and reduction which is on-going throughout the Florida Keys; Hurricane Dennis debris removal has been completed with reduction and transfer to disposal sites on-going.
- Attended meeting with County Administrator, Deputy Administrator, and Fire Chief regarding proposed reorganization and transition of Emergency Management functions.
- Held meeting with Public Works Division Director regarding proposed reorganization and transition of Solid Waste functions.
- Initiated emergency response and recovery activities for Hurricane Rita.
- Used the County's Website and Channel 76 for dissemination of Protective Action Recommendations (PAR) and Public Service Announcements (PSAs) regarding Hurricane Rita response and recovery activities, and Hurricanes Katrina and Rita debris removal information.
- Held on-going discussions with representatives of the Monroe County Sheriff's Office and Emergency Communications Department regarding proposed reorganization.
- Attended the Florida Housing Coalition's 18<sup>th</sup> Annual Statewide Affordable Housing Conference.
- Assumed chairmanship and held two meetings of the County's Workforce Housing Committee.

- Hosted initial meeting of Florida Keys Marathon Airport Task Force for commercial air service initiative.
- Attended meeting with Commissioner Nelson, County Administrator, County and Land Authority staffs, Housing Authority Director and Ed Swift about affordable housing and zoning issues.
- Attended meeting with representative of the Monroe County School District regarding Enhanced Hurricane Protective Areas (EHPA) in new schools.

### PUBLIC WORKS

- Completed Hurricane Katrina clean up.
- Started Hurricane Rita clean up.
- Continued w/Higgs Beach parking lot paving project (interrupted due to Hurricanes).
- Purchased trailer to store/transport special needs cots.

### ENGINEERING

- **Key West International Airport** – Using the qualifications/bid selection process, The Morganti Group from West Palm Beach is being recommended for the CM at Risk contract. The contract is now complete, and has been signed by The Morganti Group. It is on the October BOCC agenda. The first meeting between the County, URS and Morganti is being planned within the next ten days.
- **Murray E. Nelson Key Largo Government and Cultural Center** (Upper Keys Government Center) – Preliminary design is still proceeding very well, meetings have been conducted with the Quay Committee and the project is proceeding on schedule. The Selection Committee will meet on October 7<sup>th</sup> to recommend a CM at Risk contractor.
- **Public Works Complex** – The Draft Program is complete and the Final Project Program is being completed. The RFQ for Design/Build will be issued this month.
- **Freeman Justice Center** – The project is still in the hands of the County attorney due to design- related difficulties. Construction is proceeding, with 50% of the first floor concrete deck having been poured on October 3, 2005.
- **Medical Examiner's Office** – The Contractor (Fonticello) has been issued the Building Permit and anticipates the start of construction within 30 days.



- **North Key Largo Fire Station** – The Contractor (Overholt Construction) has been issued the Building Permit and anticipates the start of construction within 30 days.
- **Tavernier Fire Station** – This project is in the hands of the County Attorney due to the termination of the contract by the Contractor.
- **Big Pine Key X Roadway Improvements** – Contract with Community Asphalt is being finalized.
- **Hurricane Rita and Debris Removal** – Performed damage assessment on private buildings and County facilities; continuing to coordinate debris pick up.